

## **AGENDA**

### **TUSAYAN TOWN COUNCIL REGULAR MEETING**

PURSUANT TO A.R.S. § 38-431.02 & §38-431.03

Wednesday, April 1, 2015 at 6:00pm

TUSAYAN TOWN HALL BUILDING

845 Mustang Drive, Tusayan Arizona

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Tusayan Town Council and to the general public that the Tusayan Town council will hold a meeting open to the public on Wednesday, April 1, 2015 at the Tusayan Town Hall Building. If authorized by a majority vote of the Tusayan Town Council, an executive session may be held immediately after the vote and will not be open to the public. The Council may vote to go into executive session pursuant to A.R.S. § 38-431.03.A.3 for legal advice concerning any matter on the agenda, including those items set forth in the consent and regular agenda sections. The Town Council may change, in its discussion, the order in which any agenda items are discussed during the course of the meeting.

Persons with a disability may request a reasonable accommodation by contacting the Town Manager at (928) 638-9909 as soon as possible.

As a reminder, if you are carrying a cell phone, electronic pager, computer, two-way radio, or other sound device, we ask that you silence it at this time to minimize disruption of today's meeting.

### **TOWN COUNCIL REGULAR MEETING AGENDA**

#### **1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

#### **2. ROLL CALL**

**MAYOR GREG BRYAN**

**VICE MAYOR CRAIG SANDERSON**

**COUNCILMEMBER BILL FITZGERALD**

**COUNCILMEMBER AL MONTOYA**

**COUNCILMEMBER JOHN RUETER**

❖ *One or two Council Members may attend by telephone*

#### **3. CALL TO THE PUBLIC FOR ITEMS NOT ON THE AGENDA**

*Members of the public may address the Council on items not on the printed agenda. The Council may not discuss, consider or act upon any matter raised during public comment. Comments will be limited to three minutes per person.*

*Members of the audience who wish to speak to the Council on an item listed as Public Hearing should complete a Request to Speak Card and turn it into the Town Clerk. Speakers will be limited to three minutes each.*

#### **4. CEREMONIAL AND/OR INFORMATIONAL MATTERS**

**None**

#### **5. CONSENT AGENDA**

*Items on the consent agenda are routine in nature and will be acted on with one motion and one vote. Members of the council or staff may ask the mayor to remove any item from the consent agenda to be discussed and acted upon separately.*

**A. Minutes of the Town Council Retreat on 3/21/15, the Regular Meeting on 3/24/15, and the Joint Town Council and Planning & Zoning Commission Meeting on 3/24**

**B. Accounts Payable Billings**

**6. WORK GROUP AND COMMITTEE REPORTS**

- A. Update on the Sports Complex Work Group**
- B. Update on the Planning and Zoning Commission**

**7. ACTION ITEM**

- A. Consideration, discussion, and possible selection of a proposal for 20-Acre Site Planning at Kotzin Ranch**
- B. Consideration, discussion, and possible approval of proposal from STS regarding broadband improvements in Tusayan**
- C. Consideration, discussion, and possible approval of moving the April 15, 2015 meeting to April 22, 2015**

**8. DISCUSSION ITEM**

- A. Discussion of preliminary budget for 2015-16**
- B. Review of 2015 Goals developed in Retreat**

**9. TOWN MANAGER'S REPORT**

**10. FUTURE AGENDA ITEMS**

**11. COUNCIL MEMBERS' REPORTS**

**12. MAYOR'S REPORT**

**13. MOTION TO ADJOURN**

**CERTIFICATION OF POSTING OF NOTICE**

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the General Store in Tusayan, Arizona on this \_\_\_\_\_ day of March, 2015, at \_\_\_\_\_ pm in accordance with the statement filed by the Tusayan Town Council.

\_\_\_\_\_  
Signature of person posting the agenda

ITEM NO. 5A

## Retreat Minutes

- The Town should move ahead with at least an informal parking study
- Maintenance staff should include the sidewalks north of the north round-about in the cleaning plan
- Trail/sidewalk improvement from Town to the Airport
- A copy of the Public Works project list
- The cost of extending the timeframe of the shuttle service
- Progress report and FY2016 plan from the CVB
- Councilmember Rueter noted a possible snowplay area near APS substation near the Sports Complex. He will provide directions to the site to the Town Manager so he can provide it to the Council.
- Streaming service should be up and running by the first meeting in May
- Develop specific land use plan, housing authority, and policies
- Research technology to improve agendas and other documents so that they are searchable and take up less storage space

- Make the Zoning Code more easily searchable on website
- Evaluate computers, security, and policies
- Evaluate banking administration and policies (research other communities' policies)
- Better lights on the tree in the north round-about before Christmas
- Re-evaluate the Town bank and banking decisions
- Review the last revision of the Sports Complex map
- Possibly form a youth committee for the snowplay area and trail improvements (contact other northern Arizona municipalities for trail planning advice)
- Determine the Town's status as a dark skies community
- Drainage improvements
- Water conservation measures/funding?
- Green construction measures/funding?

**10:07 am – 10:15am Break**

**2. Team Fishel presentation – Vic McKinney**

Vic McKinney spoke to the Council about Team Fishel capabilities and installation of communications cables.

**3. Luncheon presentation by Bill Bolin of STS on improving internet**

Bill Bolin with STS spoke with the Council about options for improving broadband services to Tusayan.

**1:00pm – 1:10pm Break**

**4. Review preliminary budget for FY2015-16 and five-year budget plan through FY2020**

Manager Wright reviewed the draft budget with the Council and the Council made adjustments. Manager Wright will provide the Council with additional descriptions for line items and an additional spreadsheet showing greater detail on employee/contractor/seasonal worker costs.

**Mayor Bryan moved to Item 5. since Arizona State University Students with Cronkite News joined the meeting to cover this item.**

**5. Discussion on Housing Program objectives and efforts to develop Town's twenty (20) acre parcel with update on Forest Service application**

Mayor Bryan gave an update on the National Forest Service Access Application and noted that the Forest Service has selected Westland, Inc. to handle the Environmental Analysis and the contract will come before the Council on 3/24/15. He also noted the Flagstaff City Council Resolution against the access due to economic competition. He stated that no one from the City contacted the Town prior to the action.

LVA has provided a proposal to conduct land planning for the Town's parcel and Catalyst Architecture is also interested in providing a proposal.

Mayor Bryan gave a brief overview of the housing status in Tusayan, specifically speaking about housing being tied employment.

The Council discussed ideas and concepts for land planning of the Town's 20-acre Parcel at Kotzin Ranch. Councilmember Rueter and Mayor Bryan discussed possibly using the Telluride, Colorado affordable housing program as a model for Tusayan. The Council will have land planners work on multiple options for dividing the land for manufactured homes, condominiums, and town homes.

Mayor Bryan reminded the Council that Stilo and Mr. Halvorson have committed to providing \$250,000 of charitable contributions (creating an independent foundation) each for aiding buyers with down payments.

The Council answered questions from the ASU student reporters.

**Mayor Bryan moved back to Item 4.**

**4. Review preliminary budget for FY2015-16 and five-year budget plan through FY2020**

The Council and Manager Wright continued discussing the preliminary budget.

**6. Discussion on Town's Franchising Authority for Utility Services**

Manager Wright provided information from the Town Attorney regarding franchises and providing internet service. The Council also discussed franchising television and television services.

**Councilmember Montoya left the retreat at 4:05pm**

The Council made final comments for the day.

**Councilmember Rueter made a motion to adjourn the retreat at 4:15pm. Vice Mayor Sanderson seconded the motion and it passed on unanimous vote.**

\_\_\_\_\_  
Greg Bryan, Mayor

\_\_\_\_\_  
Date

**ATTEST:**

\_\_\_\_\_  
Melissa M. Drake, Town Clerk

**CERTIFICATION**

State of Arizona       )  
                                  ) ss.  
Coconino County       )

I, Melissa M. Drake, do hereby certify that I am the Town Clerk of the Town of Tusayan, County of Coconino, State of Arizona, and that the above minutes are a true and correct summary of the meeting of the Council of the Town of Tusayan held on March 24, 2015. I further certify that the meeting was duly called and held, and that a quorum was present.

**DATED this 24<sup>th</sup> day of March, 2015**

\_\_\_\_\_  
Town Clerk

## **TUSAYAN TOWN COUNCIL REGULAR MEETING**

PURSUANT TO A.R.S. § 38-431.02 & §38-431.03

Tuesday, March 24, 2015 at 5:00pm

TUSAYAN TOWN HALL BUILDING

845 Mustang Drive, Tusayan Arizona

### **TOWN COUNCIL SUMMARIZED MINUTES**

#### **1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Mayor Bryan called the meeting to order at 5:02pm and the Pledge of Allegiance was recited.

#### **2. ROLL CALL**

**MAYOR GREG BRYAN**

**VICE MAYOR CRAIG SANDERSON** – excused

**COUNCILMEMBER BILL FITZGERALD**

**COUNCILMEMBER AL MONTOYA**

**COUNCILMEMBER JOHN RUETER**

Also present were:

Will Wright, Town Manager

Melissa M. Drake, Town Clerk

#### **3. CALL TO THE PUBLIC FOR ITEMS NOT ON THE AGENDA**

Chrystal Schoppmann, with the Tusayan Fire District (TFD), thanked the Council for setting aside \$300,000 for funding TFD in their retreat for FY2015-16. Mayor Bryan stated that it is a preliminary budget.

#### **4. CEREMONIAL AND/OR INFORMATIONAL MATTERS**

None

#### **5. CONSENT AGENDA**

**A. Minutes of the Town Council Workshop and Regular Meeting on 3/4/15**

**B. Accounts Payable Billings**

Councilmember Rueter made a motion to approve the Consent Agenda.

Councilmember Montoya seconded the motion and it passed on unanimous vote.

#### **6. ACTION ITEMS**

**A. Consideration, discussion, and possible approval of Contract for Professional Services with WestLand Resources, Inc. (National Forest Service selection to prepare an Environmental Analysis of the Town's Access Application)**

Mayor Bryan gave a brief overview of the agreement with WestLand Resources, Inc.



Councilmember Rueter made a motion to approve the agreement with WestLand Resources, Inc. Councilmember Montoya seconded the motion and it passed on unanimous vote.

**B. Consideration, discussion, and possible approval of IGA with the Arizona Department of Fire, Building and Life Safety, Office of Manufactured Housing, for the Town of Tusayan to Enforce Installation Standards**

Manager Wright gave a brief overview of the IGA (intergovernmental agreement) with the State and noted that Resolution 2015-02 must also be approved which pertains to the IGA.

Councilmember Montoya made a motion to approve Resolution 2015-02 and the IGA with the Arizona Department of Fire, Building and Life Safety, Office of Manufactured Housing, for the Town of Tusayan to Enforce Installation Standards. Councilmember Rueter seconded the motion and it passed on unanimous vote.

**7. MOTION TO ADJOURN**

Councilmember Rueter made a motion to adjourn the meeting at 5:14pm.  
Councilmember Fitzgerald seconded the motion and it passed on unanimous vote.

**ATTEST:**

\_\_\_\_\_  
**Greg Bryan, Mayor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Melissa M. Drake, Town Clerk**

**CERTIFICATION**

State of Arizona       )  
                                  ) ss.  
Coconino County       )

I, Melissa M. Drake, do hereby certify that I am the Town Clerk of the Town of Tusayan, County of Coconino, State of Arizona, and that the above minutes are a true and correct summary of the meeting of the Council of the Town of Tusayan held on March 24, 2015. I further certify that the meeting was duly called and held, and that a quorum was present.

DATED this 24<sup>th</sup> day of March, 2015

\_\_\_\_\_  
**Town Clerk**

**TUSAYAN PLANNING AND ZONING COMMISSION  
JOINT MEETING WITH TUSAYAN TOWN COUNCIL  
PURSUANT TO A.R.S. 38-431.02 & 38-431.03  
TUESDAY, March 24, 2015 @ 5:30 pm  
TUSAYAN TOWN HALL  
845 Mustang Drive, Tusayan, Arizona**

**SUMMARIZED MINUTES**

**1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Mayor Bryan called the Council meeting to order at 5:35pm and the Pledge of Allegiance was recited. Chair Schoppmann called the Commission meeting to order at 5:40pm.

**2. ROLL CALL**

Upon roll call, the following were present:

**MAYOR GREG BRYAN  
VICE MAYOR CRAIG SANDERSON - excused  
COUNCILMEMBER BILL FITZGERALD  
COUNCILMEMBER AL MONTOYA  
COUNCILMEMBER JOHN RUETER**

**CHAIR JOHN SCHOPPMANN  
VICE CHAIR ROBERT GOSSARD - excused  
COMMISSIONER CLAYANN COOK  
COMMISSIONER BETH HEARNE - excused  
COMMISSIONER JANET ROSENER**

Also present were:

Will Wright, Town Manager  
Melissa Drake, Town Clerk

**3. CALL TO THE PUBLIC FOR ITEMS NOT ON THE AGENDA**

None

**4. CONSENT AGENDA**

**Approval of the Minutes of the Planning and Zoning Commission Regular Meeting  
held on 10/28/14**

Commissioner Rosener made a motion to approve the Consent Agenda. Commissioner Cook seconded the motion and it passed unanimously.

## **5. ACTION ITEM**

### **Consideration, discussion, and possible approval of the Tusayan Subdivision Regulations**

Rick Schuller, Town Engineer and a representative of Woodson Engineering, gave an introduction to the Subdivision Regulations that he and Woodson Engineering have prepared. He noted that this is a first draft and they expect to have revisions as a result of this meeting.

The Commission and Council discussed the draft of the regulations, possible processes, and timelines with Mr. Schuller. The Council and Commission made revisions to the draft as Mr. Schuller reviewed it in detail and documented the changes.

Clarinda Vail stated that this item should have been listed as a work session instead of an action item. She then noted several changes that she requested on behalf of herself, John Thurston, Bess Foster, and Red Feather Properties. There were several items that they believe should be addressed in the Zoning Code and be subject to the Design Review process rather than the Subdivision Regulations. Mr. Schuller documented her requests.

Manager Wright stated that the Town Planner is also currently reviewing this draft. Anyone with additional comments should send them to the Town Manager so they can be conveyed to Mr. Schuller.

**The Commission and Council took a break from 7:36pm to 7:43pm.**

## **6. DISCUSSION ITEM**

### **Conceptual Site Plan for Kaibab Village**

Michael Tunte with Design Workshop, Inc., made a presentation to the Commission and Council regarding the concept design for Stilo Development Group's Kaibab Village which will be located at Camper Village.

Councilmember Fitzgerald expressed his displeasure with the presentation in that he felt there were no specifics on the limited commercial development which is supposed to occur soon. He stated that nothing new was presented and it looked like the concept for the final commercial development.

Mayor Bryan noted that the plan did show Phase 1 which will be defined as "limited commercial development." He stated that the interim housing is still shown on the plan as well as employee housing.

Commissioner Cook asked when Phase 1 is slated to complete. Tom DePaolo, with Stilo, stated that they want to move forward as soon as possible but there are many pieces which must come together first.

Mayor Bryan stated that additional designs are required in 6 months. He also stated that the Town just slated \$300,000 for the Tusayan Fire District because there has been no growth in commercial business. Retail taxes will apply to this development as well as

school district taxes which will also help the community. He also noted that additional employment opportunities will come from this development.

**7. MOTION TO ADJOURN**

Commissioner Cook made a motion to adjourn the Planning and Zoning Commission meeting at 8:21pm. Commissioner Rosener seconded the motion and it passed unanimously.

Councilmember Rueter made a motion to adjourn the Town Council meeting at 8:22pm. Councilmember Montoya seconded the motion and it passed unanimously.

\_\_\_\_\_  
**Greg Bryan, Mayor**

\_\_\_\_\_  
**Date**

**ATTEST:**

\_\_\_\_\_  
**Melissa M. Drake, Town Clerk**

**CERTIFICATION**

State of Arizona       )  
                                  ) ss.  
Coconino County       )

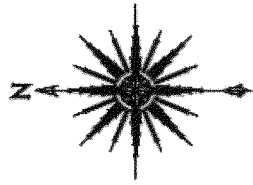
I, Melissa Drake, do hereby certify that I am the Town Clerk of the Town of Tusayan, County of Coconino, State of Arizona, and that the above minutes are a true and correct summary of the meeting of the Planning and Zoning Commission and Town Council of the Town of Tusayan held on March 24, 2015. I further certify that the meeting was duly called and held, and that a quorum was present.

**DATED this 25<sup>th</sup> day of March, 2015**

\_\_\_\_\_  
**Melissa M. Drake, Town Clerk**

ITEM NO. 6A

# Revised Community Park Map



Kansas National Forest



Interim  
Storage  
Building

Interim  
Storage  
Yard

Power  
Easement

Pole

APS SUBSTATION

Future  
Recreational  
Field

NEW SOCCER FIELD  
360X225

NEW BASEBALL FIELD

Rest  
rooms

New objects (in black) not drawn to scale

ITEM NO. 7A

To: Will Wright, Town of Tusayan Town Manager

From: Mark Reddie

Date: February 23, 2015

RE: Town of Tusayan: 20-Acre Site Planning at Kotzin Ranch

Thank you for the opportunity to submit this Work Order for preliminary site planning services for the above-referenced project location. We look forward to providing continued assistance to you and your team.

Our Company policy and our insurance carrier require that all work be authorized in advance of the commencement of work. To satisfy these requirements and to facilitate our start, please review the enclosed Work Order.

If the agreement meets with your approval, please sign and return one fully executed copy, along with the retainer (if required), to our office.

Please let me know if you have any questions or comments. Thank you again for the opportunity.



## WORK ORDER

Date February 23, 2015

LVA Project No. \_\_\_\_\_

Name of Company/Client Town of Tusayan

Name of Contact Will Wright, Town Manager

Address P.O. Box 709, 845 Mustang Drive

City, State, Zip Tusayan, AZ 86023

Telephone 928-638-9909 Cell 928-637-4297 Email tusayantownmanager@gmail.com

Project Name/Location 20-Acres at Kotzin Ranch, Tusayan, AZ

## SCOPE OF SERVICES

LVA Urban Design Studio L.L.C. agrees to perform the following professional services for the Client:

1. Obtain project mapping information in AutoCAD (dwg.) format for property boundary, ALTA Survey (if available), topography, aerial photography and other available base mapping (to be provided by the Client before work shall commence).
2. Obtain any necessary zoning documents to determine permitted uses, densities, product types or other regulatory information and/or requirements needed to prepare a conceptual site plan for the property (to be provided by the Client before work shall commence).
3. Develop a conceptual development parcel plan to identify development parcels, proposed product types and projected densities to provide 2-3 residential product types on the property (including owner-occupied single family detached, Townhome, and possibly Condominium) and seek approval from the Client for the site plan program prior to commencing the site planning.
4. Prepare a hand-drawn conceptual site plan for the 20-acre property based on the agreed-upon site plan program as defined in item #3 above.
5. Provide area calculations for acreage and density based on each development parcel and product type proposed.
6. Scan the conceptual site plan electronically and overlay on the AutoCAD base file to create a graphic exhibit of the conceptual site plan and associated data table.
7. Submit the conceptual site plan to the Client for review and comment. Make minor adjustments to the conceptual site plan as needed based on initial comments from the Client.
8. Provide allowance for up to two site visits to meet with the Client and Town Council to present the site plan concepts and determine next steps.

Note: Any reimbursable charges will be billed per the attached rate sheet (if applicable).

Description	Fee Amount
Time Fee (Site Planning):	\$2,200
Site Visit Allowance per Visit (if needed):	\$2,000 x 2 = \$4,000
Materials:	per Rate Sheet
Estimated:	Yes
Retainer Amount (required to begin):	\$500

Payment terms: Due and payable within 30 days from date of Invoice.

This Agreement may be executed in any number of counterparts, each of which shall constitute one and the same instrument, and any party hereto may execute this Agreement by signing any such counterpart. This Agreement may be executed by facsimile or scanned signatures; any signed Agreement or signature page to this Agreement that is transmitted by facsimile or in the portable document format (.pdf) shall be treated in all manners and respects as an original Agreement or signature page.

Please note that if any modifications are made to the original Agreement, they must be initialed by both parties.

The standard provisions set forth on the attached sheets are hereby incorporated into and made part of this agreement. IN WITNESS THEREOF the parties have accepted, made and executed this agreement upon the terms, conditions and provisions stated above, Arizona law governing professional services, and on the attached sheets hereof, the day and year first written above.

**LVA Urban Design Studio, L.L.C.**

**Town of Tusayan**

By Mark Reddie By \_\_\_\_\_

Title Director of Land Planning & Entitlements Title \_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

*By signing, person certifies expressed authority to execute this Agreement on behalf of the company.*

Attachment: LVA Rate Schedule

## 2015 RATE SCHEDULE

Staff	Hourly Rate Ranges
Firm Principal / Partner	\$ 200.00 – 250.00
Director / Manager	\$ 130.00 – 200.00
Sr. Planner / Sr. Designer / Sr. Landscape Architect	\$ 100.00 – 165.00
Planner / Designer / Landscape Designer / Landscape Architect	\$ 60.00 – 120.00
Design Technician / Associate Planner	\$ 30.00 – 80.00
Planning & Landscape Intern	\$ 30.00 – 50.00
Clerical / Administrative Support	\$ 30.00 – 60.00

All hourly rates apply to travel in addition to working time.

### ADDITIONAL SERVICES

Unless specifically stated in the contract, all presentations or appearances at formal and public hearings, depositions, court testimony, or neighborhood association meetings will be considered additional services and billed at the following hourly rates:

Firm Principal / Partner	\$ 225.00 – 275.00
Director / Manager	\$ 150.00 – 225.00

Additional services requested by the Client not included in the contract shall be billed as additional.

### CONSULTANTS

Professional sub-consultants authorized by Client will be billed at 1.10 times the amount billed to LVA, if billed through LVA.

### REIMBURSABLE EXPENSES

Reimbursable expenses in accordance with the following will be billed at 1.10 times the amount invoiced to LVA.

- Expense of data processing and photographic production techniques.
- Expense of renderings, models and mock-ups requested by the Client.
- Expense of reproductions, AutoCAD plots, disks, facsimiles, postage and handling of drawings, deliveries, specifications and other documents.
- Expense of other non-wage direct costs shall be mutually agreed upon by LVA and the Client.
- Expense of any additional insurance coverage or limits, including professional liability insurance requested by the Client, in excess of that normally carried by LVA and its consultants.
- Expense of transportation in connection with the project at \$0.57 per mile for private auto, living expenses in connection with out-of-town travel, long distance communications, and fees paid for securing approval of authorities having jurisdiction over the project.
- If authorized in advance by the Client, expenses of overtime work requiring higher than regular rates.

Changes to this schedule are not permitted unless authorized and initialed by an LVA Principal or an Office Manager. This schedule is subject to change on an annual basis. Revised 01/15 (Subject to change)

928-637-4297 cell  
928-638-9909 office

On Wed, Mar 18, 2015 at 8:59 AM, Mark Reddie <mreddie@lvadesign.com> wrote:  
Will, we can get a initial site plan done within 2 weeks from when we received a signed contract, required \$500 retainer and the base mapping information from the engineer. Thanks.

**Mark Reddie**, director of land planning & entitlements  
**LVA urban design studio**  
mreddie@lvadesign.com · 480.994.0994  
120 south ash avenue · tempe, arizona 85281 · lvadesign.com

*The information in this email is confidential and may be legally privileged. If you have received this transmission in error, please notify us by email or telephone immediately: 480.994.0994.*

*Any electronic attachments to this email (e.g., reports, drawings, specifications, computer files, etc.) shall remain the property of LVA Urban Design Studio, LLC (LVA)). The recipient shall not distribute, reuse or make any modifications to this email or any attached documents without LVA's written consent. Recipients/users of this information acknowledge that all files/data are confidential and subject to copyright protection. The recipient agrees to hold LVA harmless from any claims resulting from any unauthorized changes to, or reuse of these documents.*

On Wed, Mar 18, 2015 at 8:42 AM, Will Wright <tusayantownmanager@gmail.com> wrote:  
Mark: The Council wanted me to follow up on what time frame you were looking at to get this work done? The Council has a Retreat this Saturday and I'll bring this info back to them. thanks, will

Will Wright, Manager  
Town of Tusayan  
928-637-4297 cell  
928-638-9909 office

On Tue, Mar 17, 2015 at 10:07 AM, Mark Reddie <mreddie@lvadesign.com> wrote:  
Hi Will, I am back in the office today and wanted to follow up with you to see if the Town Council has made any decisions on our proposal for the Kotzin site planning services? Please let me know the status when you have a moment. Thanks.

**Mark Reddie**, director of land planning & entitlements  
**LVA urban design studio**  
mreddie@lvadesign.com · 480.994.0994  
120 south ash avenue · tempe, arizona 85281 · lvadesign.com

*The information in this email is confidential and may be legally privileged. If you have received this transmission in error, please notify us by email or telephone immediately: 480.994.0994.*

*Any electronic attachments to this email (e.g., reports, drawings, specifications, computer files, etc.) shall remain the property of LVA Urban Design Studio, LLC (LVA)). The recipient shall not distribute, reuse or make any modifications to this email or any attached documents without LVA's written consent. Recipients/users of this information acknowledge that all files/data are confidential and subject to copyright protection. The recipient agrees to hold LVA harmless from any claims resulting from any unauthorized changes to, or reuse of these documents.*

On Tue, Feb 24, 2015 at 9:07 AM, Will Wright <tusayantownmanager@gmail.com> wrote:  
Mark: Would it be possible to teleconference you or your staff into a meeting, which would probably be in the evening at a Council meeting, for the hourly costs included in your packet OR would evenings and/or weekend times cost more as I didn't see any differentiation. I only mention this as I foresee the teleconference occurring during an evening meeting and we do



Will Wright &lt;tusayantownmanager@gmail.com&gt;

**Re: land planning**

1 message

Mark Reddie &lt;mreddie@lvadesign.com&gt;

Wed, Mar 18, 2015 at 2:22 PM

To: Will Wright &lt;tusayantownmanager@gmail.com&gt;

Yes, that is correct, sort of. We would prepare a conceptual site plan based on feedback from you and your Council as to what specifically the Town is looking for related to housing product type, density, etc. What we don't want to do is spend the time to prepare a site plan without clear direction on the housing product type, density, etc., and then have the Council decide after we prepared the site plan that they want a different product mix or density (that would require a change order and additional cost). Ideally, we would have agreement on the development program first, then we start the site planning process. What I think you should discuss with your Council at the retreat related to this task is the following:

1. What type and mix of housing product are you looking for and/or is most needed in the Town: Owner occupied, Rental occupied or a combination of both? Previously you mentioned primarily or entirely owner-occupied. Please confirm.
2. For Owner occupied, what type of product would be best suited for the Town: small lot detached single family residential, small lot attached (duplex, triplex) single family residential, attached Townhome, Attached Condominium, detached manufactured homes versus traditional site built. Also, what type of density are you looking for (total number of units or dwelling units per acre on the 20-acre site).
3. For Rental (I know you indicated previously you wanted primarily owner-occupied), it would mainly be apartments, but need to know if you want to add any rental to the mix, or all owner occupied. If some rental, how much in terms of total percentage of land area or percentage of total units?

If you would prefer we provide a recommendation, we can provide that as well, but you and your Council may know better what the needs are in the Town than us. Please review and let me know if this is something you can discuss with the Council at your retreat this weekend. If so, then we can discuss the program mix next week and get started. Thanks.

**Mark Reddie**, director of land planning & entitlements**LVA urban design studio**

mreddie@lvadesign.com · 480.994.0994

120 south ash avenue · tempe, arizona 85281 · lvadesign.com

*The information in this email is confidential and may be legally privileged. If you have received this transmission in error, please notify us by email or telephone immediately: 480.994.0994.*

*Any electronic attachments to this email (e.g., reports, drawings, specifications, computer files, etc.) shall remain the property of LVA Urban Design Studio, LLC (LVA)). The recipient shall not distribute, reuse or make any modifications to this email or any attached documents without LVA's written consent. Recipients/users of this information acknowledge that all files/data are confidential and subject to copyright protection. The recipient agrees to hold LVA harmless from any claims resulting from any unauthorized changes to, or reuse of these documents.*

On Wed, Mar 18, 2015 at 9:16 AM, Will Wright <tusayantownmanager@gmail.com> wrote:

Mark: This preliminary design would be what you'd take to Council for their input, correct? So, I'll pass this info along and get back with you next week. thanks, will

Will Wright, Manager  
Town of Tusayan

**ITEM NO. 7B**

## STANDARD LETTER of ENGAGEMENT

DATE: \_\_\_\_\_

**ENGAGEMENT:** Town of Tusayan and STS Broadband Consulting Services.

**Town of Tusayan**  
3568 Airport Road  
Tusayan, Arizona 86023

**Systems Technology Staffing, LLC (STS)**  
29455 North Cave Creek Road  
Suite 118-219  
Cave Creek, Arizona 85331

**Services to be Provided:** The primary objective is to define and evaluate the best alternatives for the Town of Tusayan to develop a broadband communications network, utilizing the most cost effective methods that may include a hybrid fiber optic and wireless network, capable of providing the stakeholders with cost-effective, high speed data services.

For each Phase there will be a minimum and maximum range of costs. The rationale for this cost structure is to include the Town of Tusayan in the process of providing deliverables. This will help reduce the cost of the project.

Upon approval of the proposed approach, an agreement between the two parties can be constructed and will include: Work Order Change scope, Terms/Conditions/Termination clauses, Payment Schedules, Confidential Information, Proprietary Rights, Duties, Limitation of Liability, Warranties, Force Majeure, and Miscellaneous.

In order to meet the Federal fiscal year and federal program announcements, this project must be scheduled as follows:

<b>BEGIN</b>	<b>END</b>
April 2015	September 2015

\* There are exceptions to programs beginning in October, but most grants must be submitted before September of the current year.

**1. Professional Services:** STS's goal is to provide Tusayan with quality consulting services, on schedule and at a reasonable cost. Our costs are: \$ 80.00 to \$ 180.00 for professional consultants.

**2. Project Identification:** The main purpose of this engagement between Tusayan and STS will consist of: Planning, Design and Engineering, Estimated Construction Costs (Capital and OpEx), and Funding (where possible).

**Planning**

- 2.1 Community/Regional demographics.
- 2.2 Property ownership, easements, ordinances
- 2.3 Mapping of the community/region, with projected growth
- 2.4 An integration of Tusayan's vision for the current and future years
- 2.5 Demographic Summation.
- 2.6 Applications will include: Economic Development (Jobs, Business Retention, Attraction), Education – access to higher levels, Telemedicine – vital to health care in rural regions, and Public Safety.
- 2.7 **A DELIVERABLE Planning Proposal**, used for grant/funding background information and leverage.

**Estimated Cost: \$ 3,000 - \$ 5000**

**3. Design and Engineering:** This process will include alternative routes for providing fiber optics to Tusayan from Flagstaff, Arizona or from Williams, Arizona to Tusayan, Arizona.

**Design**

- 3.1 Work with Service Providers, utility companies, ADOT, Short Line RR, and APS.  
Determine Terms and Conditions for each route, utility, service, etc.
- 3.2 Research current capacities, routes, technologies, pricing models for copper, wireless and fiber for a middle mile network loop.
- 3.3 Deliver the alternate routes with basic costs associated with each route.
- 3.4 Determine Community Anchor Institutions (CAIs), including the natural elevations (hill tops).
- 3.5 Determine Stakeholder's System Requirements
- 3.7 Determine Providers and their solutions to System Requirements

**Engineering**

- 3.8 A route is determined to provide fiber to Tusayan for business, government, home, school and public safety.  
**Deliverable: Best Route for fiber run, best Provider Solution.**

**Estimated Cost: \$ 25,000 - \$ 40,000**



#### 4. Construction Capital Costs and OpEx

##### Capital Costs

- 4.1 Middle Mile fiber route (55 -75 miles), necessary electronics and carriers.  
Buried: Estimates: \$ 12.00 minimum per foot buried x 60 miles = \$ 3,8M - \$4.5M.  
Overhead: Estimates: \$ 8.00 minimum per foot x 60 miles = \$ 2.5M – \$ 3.5M.
- 4.2 Permission on RR and with APS: on RR bed or multi-use overhead lines.
- 4.3 **Deliverable: Best Estimate of Capital Costs.**

##### Operating Expenses

- 4.4 Lease quotes for network OpEx to support \_\_\_\_\_ capacity per month.
- 4.5 Maintenance, Repair and Operations (MRO) per month – could include personnel wages, facilities, insurance, etc.
- 4.6 Licenses, fees, taxes to city, county, state, federal.
- 4.7 **Deliverable: Best OpEx for years 1 – 3 years.**

**Estimated Cost: \$ 5,000 - \$ 8,000**

#### 5. Funding

##### Grants and/or Funding Proposals

- 5.1 Preparation of a detail Proposal.
- 5.2 Acquire grant and funding programs from sources including:  
ACA, USDA, EDA, COGs, APS, ADOA (First Net – Public Safety program), Coconino County, AZ Tourism, Federal – National Parks, Town of Tusayan.
- 5.3 **Deliverable: Grants Application and/or Fund Application.**  
\*\*\*NOTE: Some grants do not allow for reimbursements of grant preparation.

**Estimated Cost: \$ 4,000 – percentage of grant/fund for Consulting.**

##### Conclusion:

**Total minimal / maximum cost: \$ 37,000 - \$ 57,000**

ITEM NO. 8A

REVENUES	FY2015-16
<b>General Fund</b>	
1-3110 · Urban Revenue Sharing	\$180,600
1-3120 · City Sales Tax	\$3,000,000
1-3130 · State Sales Tax	\$53,307
1-3200 · Business Licenses	\$350
1-3210 · Permit Fees	\$25,000
1-3600 · Miscellaneous Income	\$100
1-3610 · Interest Income	\$10,000
Total General Fund	\$3,268,757
<b>Street Fund</b>	
2-3140 · HURF	\$57,602
2-3150 · Vehicle License Tax	\$24,985
Total Street Fund	\$82,587
<b>Other</b>	
3- Water Enterprise Fund	\$1,200,000
4-3650 · Receipts-StiloGroup Development	\$500,000
5-3650 · Receipts - Grant	\$925,000
Total Income	\$5,976,344
Expenditures	\$5,710,700
<b>11 · Mayor &amp; Council</b>	
11-4156 · Technology Stipend	\$5,000
11-4160 · Travel & Training	\$18,000
11-4260 · Employee & Volunteer Program	\$2,500
11-4310 · Public Notices and Advertising	\$10,000
11-4380 · Office Supplies	\$5,000
11-4390 · Insurance	\$25,000
11-4410 · Licenses, Permits, Fees	\$20,000
11-4430 · Council Member Compensation	\$19,200
11-5150 · Elections	\$3,500
Total 11 · Mayor & Council	\$108,200
<b>12 · Manager &amp; Support</b>	
12-4160 · Travel & Training - Other	\$16,000
12-4165 Public Relations & Events	\$5,000
12-4360 Marketing/Promotional	\$100,000
12-4380 · Office Supplies	\$5,000
12-4380 · Office Supplies - Other	\$12,000
12-4430 · Employees	\$206,000
12-4431 · Contract Services - Other	\$0
12-4443 Part-time/Seasonal Employees	\$6,000
12-4450 · ASRS Initiation Fee	\$0
12-5010 · Audit	\$12,000
12-5011 · Bookkeeping Services	\$20,000
12-5400 · Telephone	\$4,000
12-5410 · Internet/Web	\$20,000
12-5420 · Consulting Services - Misc.	\$5,000
Total 12 · Manager & Support	\$411,000

<b>13 · Legal Services</b>	
13-4420 General Counsel	\$85,000
13-4421 · Special Counsel	\$10,000
13-4431 · Contract Services	\$140,000
Total 13-4431 · Contract Services	\$235,000
Total 13 · Legal Services	<b>\$235,000</b>
<b>14 · Planning &amp; Studies</b>	
14-4411 · Housing Needs Study	\$40,000
14-4412 · General Plan Update	\$0
14-4413 · General Engineering	\$75,000
14-4414 · Re-Write Zoning Code Project	\$0
14-4415 · Contract Planning Services	\$60,000
14-4416 · Subdivision Regulations	\$0
14-4431 · Contract Services	\$0
Total 14-4431 · Contract Services	\$175,000
14-7064 · Parking Study	\$10,000
14-7070 Planning&Design for Town Parcel	\$40,000
Total 14 · Planning & Studies	<b>\$225,000</b>
<b>15 · Court &amp; Prosecutor</b>	
15-4421 · Contract Prosecutor/Defender	\$20,000
15-4431 · Contract Services	
Total 15-4431 · Contract Services	
Total 15 · Court & Prosecutor	<b>\$20,000</b>
<b>16 · Development &amp; Permits</b>	
16-4412 · Building Permit Services	\$50,000
16-4413 Plan Review	\$25,000
16-4414 · Advertising	\$7,500
16-4415 · Supplies & Printing	\$5,000
16-4431 · Contract Services	\$2,500
Total 16-4431 · Contract Services	<b>\$90,000</b>
<b>17 · Public Safety</b>	
17-4431 · Sheriff	\$350,000
17-4432 · Public Safety - Special Events	\$10,000
17-4433 · Law Enforcement Needs Study	\$0
17-4434 Public Safety Enhancements	\$10,000
17-4435 Fire District Subsidy	\$300,000
Total 17 · Public Safety	<b>\$670,000</b>
<b>18 · Facilities &amp; Grounds</b>	
18-4490 · Custodial & Supplies	\$7,500
18-4700 Maintenance Facilities	\$10,000
18-5420 · Utilities	\$18,000
18-6250 · Rent Expense	\$27,500
18-7020 · Office Furniture	\$3,000
18-7030 · Equipment	\$12,500
Total 18 · Facilities & Grounds	<b>\$85,000</b>

<b>19 - Parks &amp; Recreation</b>	
19-4430 - Employees	\$48,000
19-4443 Part-time/Seasonal Employees	\$6,000
Total 19-4430 - Employees	\$54,000
19-4700 - Maintenance	\$40,000
19-4700 - Maintenance - Other	
19-4701 - Park Development Old	
19-4702 .Project Planning	\$20,000
19-7040 Vehicles/Equipment	\$0
19-7041 - Vehicle Operation	\$10,000
Total 19 - Parks & Recreation	<b>\$124,000</b>
<b>20 - Capital Improvement Projects</b>	
20-4416 Fiber Optic Improvements	\$500,000
20-4701 - Park Development	\$150,000
20-7056 Town Hall Parking Improvements	\$5,000
20-7058 Tusayan Affordable Housing	\$100,000
20-7059 Natuaral Gas Extension	\$0
20-7060 Drainage Improvements	\$80,000
20-7061 Bus Stop/Crosswalk	\$25,000
20-7062 Trail System Improvements	\$50,000
20-7063 Utility Undergrounding Study	\$0
Total 20 - Capital Improvement Projects	<b>\$910,000</b>
<b>21 - Contingency</b>	
Total 21 - Contingency	\$300,000
21-1000 - Contingency	<b>\$300,000</b>
<b>2 - Street Fund</b>	
2-4484 - Maintenance - Sidewalk	\$20,000
2-4485 - Maintenance - Landscape	\$40,000
2-4486 Maint - Bus Stop/Crosswalk	\$22,500
Total 2 - Street Fund	<b>\$82,500</b>
3-1001 Water Enterprise Fund	<b>\$1,200,000</b>
<b>Other</b>	
4-4650 - Disbursements-StiloGroup Devel.	<b>\$550,000</b>
5-4650 - Disbursments - Grant	<b>\$925,000</b>
5100 - Bank Service Charges	
5145 - Miscellaneous Expense	
6340 - Interest Expense	
<b>Total Expense</b>	<b>\$5,710,700</b>
Net Income	\$265,644

	Cost Center Purpose	Description
<b>Mayor and Council</b>		
11-4156	Technology Stipend & Equipment	Direct expenses related to Mayor & Council, & all other costs of operating the community not assigned to other cost centers
11-4260	Employee & Volunteer Program	Payment to Mayor and Council for computer, cell phone and technology costs incurred as an elected official
11-4310	Public Notices and Advertising	To recognize volunteers and employees for good work
11-4380	Office Supplies	Costs of legal notices and publications required by law except for planning and zoning
11-4390	Insurance	Costs of supplies and purchases to support the Mayor and Council
11-4410	Licenses, Permits, Fees	Costs of general operating and liability insurance for the Town of Tusayan
11-4430	Council Member Compensation	Costs of dues for the Town of Tusayan (League of Cities, NW Mayors, etc.)
11-4500	T&T: Mileage/Lodging/Meals	Allowance for Mayor and Council to receive compensation for serving as elected officials
11-4510	T&T: Registration Fees	Costs of attending training and conferences for Mayor and Council
11-5150	Elections	Costs of registrations fees for attending training and conferences for Mayor and Council Costs (publication, fees, etc.) for conducting elections for Tusayan
<b>Manager &amp; Support</b>		
12-4360	Marketing/Promotional Supplies	<b>The costs of the Town Manager, Town Clerk and finance and accounting costs and services for Tusayan</b>
12-4380	Office Supplies	Cost of advertising to promote Tusayan as a destination
12-4442	Finance & Accounting (Audit)	Costs of supplies for Manager, Clerk and finance activities
12-4443	Part Time Staff	Costs of bookkeeping services and annual audit
12-4444	Town Manager Compensation	Costs of the part time employees/contract services related to administration of Tusayan
12-4445	Town Clerk Compensation	Costs of the Manager as an employee/contractor
12-4500	T&T: Mileage/Lodging/Meals	Costs of the Clerk as an employee/contractor
12-4510	T&T: Registration Fees	Costs for attending training for Manager, Clerk and finance personnel
12-4165	Public Relations & Events	Costs of registration fees for Manager, Clerk and finance personnel
12-5400	Communications (TM Phone)	Costs of promotion and funding special events
12-5410	Internet/Web	Cost of cell phone for Manager, Clerk and finance personnel
12-5420	Consulting Services - Misc.	Cost of establishing and maintaining a Tusayan website
<b>Legal Services</b>		
13-4420	General Counsel	Costs of contract consulting services
		<b>General Counsel and litigation costs incurred by the Town</b>
		Cost of services of William Sims as contract general counsel
13-4421	Special Counsel	Cost of special counsel services as may be appointed by the Mayor and Council for legal advice on a specialized issue outside of General Counsel services
13-4432	Litigation Allowance	Cost of contract legal services defending Tusayan in litigation; or paying for litigation authorized by Council
	Serv Hill	To pay for services by prior legal counsel Hill
	Advertising Notice	There should be no costs, unless there is court ordered publication of litigation or defense actions
<b>Court &amp; Prosecutor</b>		
15-4421	Contract Prosecutor/Defender	<b>The costs of Prosecution and Municipal Court activity incurred by Town</b>
	Judge Contract	Cost of contracted prosecution services for Tusayan
	PT Clerk	To pay for a contract judge to serve the Municipal Court
	Computer Capital	To pay for contract services for a part-time Court Clerk
	Computer Support	To pay the one time costs for purchasing computer hardware and software for the Court and Prosecutor functions
	Office Supplies	To pay the ongoing maintenance and operating costs of the court computer hardware and software for the Court and Prosecutor
	Furnishing and Fixtures	To pay for supplies for the operation of the Court and Prosecutor
		To pay the one time costs of purchasing furniture and equipment for the Court and Prosecutor

Planning & Studies		Studies to plan for facilities and services for the development and operation of Town of Tusayan
14-4411	Housing Needs Study	Cost of contract services to review housing needs and development options for private ownership and rental of property within Tusayan
14-4412	General Plan Update	Cost of contract services to develop a General Plan for Tusayan as required by state law
14-4413	General Engineering	General engineering costs not associated with an application for zoning or building
14-4414	Rewrite Zoning Code Project	Cost of contract services to amend and develop building and zoning codes for Tusayan from the Coconino County standards
14-4415	Contract Planning Services	Cost of general planning services and costs not directly tied to an application for zoning or building
14-4416	Subdivision Regulations	Cost of contract services to develop Subdivision Regulations for Tusayan
14-7064	Parking Study	Cost of conducting a Parking Study and applicable regulations
<b>Development and Permits</b>		<b>The direct costs for processing applications for planning, zoning and building permits and any other project directly tied to development</b>
16-4412	Building Permit Services	Costs incurred by Wildan Engineering to process building permits
16-4413	Plan Review	Contract costs incurred to process zoning and planning permit applications
16-4414	Advertising	Costs directly related to public notice advertising for planning and zoning applications
16-4415	Supplies & Printing	Costs to support planning, zoning and permit activities in Tusayan
<b>Public Safety</b>		<b>The costs incurred to enforce laws within Tusayan</b>
17-4431	Sheriff	Cost of contract services with Coconino County Sheriff for law enforcement within Tusayan
17-4432	Public Safety - Special Events	Additional costs of special events requiring additional traffic control or law enforcement presence to support the activities
17-4433	Law Enforcement Needs Study	Cost of contract services to investigate the feasibility and most appropriate long term law enforcement option (contract, in house, etc.) to serve Tusayan
	Rent	A charge was incurred, but reviewing to see why rent is being paid from the cost center
17-4434	Public Safety Enhancements	Cost of Driver Feedback Signage, AIRS project
17-4435	Fire District Subsidy	Cost of supporting Town of Tusayan Fire Department
17-4436	Animal Control - County Health	Cost of contract services with Coconino County Health Department for animal control services
<b>Facilities &amp; Grounds</b>		<b>The direct costs of Town owned facilities including Town Hall and Housing</b>
18-6252	ADOT Ground Rental	Rental agreement costs with ADOT for Town Hall and Housing ground rental agreements
18-5420	Utilities	All utility costs associated with Town Hall and Housing facilities
18-7020	Office Furniture/Equipment	Cost of furniture, fixtures and equipment purchased to be used in the Town Hall, Housing and other facilities
18-4490	Custodial & Supply	Cost of cleaning and custodial services for all Town Facilities
18-4390	Insurance	All insurance costs specific to Town Hall and Housing facilities (property & Casualty)
18-7056	Parking Improvements	Cost of improving parking for Town Hall
18-7055	Tusayan Employee Housing Proj.	Cost of acquisition of housing units to be purchased and placed on rental sites at the airport
	Engineering	Cost of design services for Town Hall, Housing and related parking/utilities
	Office Bldg	Costs of purchasing the Town Hall buildings
18-4391	Council Chambers Equipment	One time cost of purchasing audio/video equipment for Council Chamber (FY13)
18-4700	Maintenance	Costs of maintaining facilities and grounds
<b>Parks &amp; Recreation</b>		<b>The costs of planning, developing, constructing, operating and maintaining parks, open space &amp; recreation facilities</b>
19-7040	Equipment/Misc	Cost of purchasing a multipurpose vehicle for maintaining town parks and property
19-7041	Vehicle/Equipment Operation	Cost of ongoing maintenance, operations, fuel and insurance on a town vehicle
19-4700	Maintenance	Cost of maintenance and operating costs of all Town park and recreation programs and facilities
19-4701	Park Development	Town share of the costs of developing the identified parks, open space and recreation facilities
19-4701	Projects Planning	Cost of studies to determine costs, locations and needs for parks and recreation facilities

Capital Improvement Projects		The costs of planning, developing, constructing, operating and maintaining parks, open space
20-4701	Park Development	Partnering with the Grand Canyon School District, build a community park in multiple phases that will include ball fields, play equipment (tot lot), restrooms, a group ramada, and other amenities. A masterplan for the park has been prepared and prioritization of phases is on-going.
20-4416	Fiber Optic Implementation	Develop a comprehensive strategy to improve internet service within Tusayan
20-7056	Town Hall Parking Improvements/Sidewalks	Construct improvements to the parking lot around Town Hall facilities.
20-7055	Tusayan Employee Housing Project	Design and install housing units and associated utilities for Town employees
20-7057	Future Water System Investment (set as a separate	Future water system evaluation
20-7058	Tusayan Affordable Housing Project (40 acre	Develop 40 acres of land to be dedicated to the Town for provision of affordable housing for Tusayan residents
20-7059	Natural Gas Extension	In partnership with Grand Canyon National Park, design and construct a natural gas line extension to service Tusayan residents
20-7060	Drainage Study/ Model Update	Conduct a drainage analysis of the Town of Tusayan to supplement previous flood analysis prepared by the National Forest Service
20-7061	Bus Stop Art Program/ Public Art "Set-Aside"	Develop and implement a public art program at bus stops operated by Grand Canyon National Park
20-7062	Trail System & Improvements	Develop and improve access and connections to existing trails around Town of Tusayan
20-7063	Utility Undergrounding Study	Identify potential areas for undergrounding of overhead utilities to improve community aesthetics
<b>Contingency</b>		<b>The unexpected costs that may occur during the year</b>
21-1000	Contingency	To account for the unexpected costs that may occur during the year
<b>Streets Fund</b>		<b>The costs of various street fund related expenses</b>
2-4484	Sidewalk Maintenance	Cost of maintaining sidewalks
2-4485	Landscape Maintenance	Cost of maintaining landscapes along highway 64, including irrigation
2-4486	Bus Stop Maintenance	Cost of maintaining bus stops



**ITEM NO. 8B**

TOWN OF TUSAYAN  
GOALS AND PROJECTS FOR CY2015

1. COUNCIL AND TOWN SERVICES
  - a. Complete Municipal Code book for Council adoption
  - b. Start streaming Council meetings by May 2015
  - c. Have land planning for 20 acre town parcel performed
  - d. Work with CVB on Branding and Marketing Study and get progress report
2. ADMINISTRATION
  - a. Update office equipment (i.e. copier, computers, streaming device)
  - b. Update user friendly versions of documents for public viewing
3. COMMUNITY DEVELOPMENT
  - a. Perform parking study
  - b. Have plan developed to beautify downtown Tusayan
  - c. Determine process to obtain Dark Skies community designation
  - d. Consider water conservation measures for town policy/proclamation
4. FINANCIAL
  - a. Perform investments to maximize return and maintain safety
  - b. Look at banking and financial administration to update where needed
5. PARKS AND RECREATION
  - a. Complete bathroom facility for CDBG project by October/November 2015
  - b. Perform dirt work to improve baseball and perhaps soccer fields
  - c. Develop plan for site for a winter/snow play area and work with school for a youth committee
  - d. Develop Trails plan and improve section from south round about to airport
6. PLANNING & ZONING AND BUILDING SERVICES
  - a. Complete Subdivision and Development Code
  - b. Finish update to P&Z Code
  - c. Enter into IGA with State for MH inspections
7. PUBLIC SAFETY
  - a. Begin renegotiation of agreement with County Sheriff's Office for law enforcement responsibilities in Tusayan for FY2016-17
  - b. Continue to work with Fire District to assist with funding needs
8. PUBLIC WORKS
  - a. Develop plan for drainage improvements
  - b. Complete improvements on two crosswalks and continue to work with ADOT on safety needs of other crosswalks and highway along business corridor
  - c. Maintain landscaping, bus shelters and sidewalks including north of round about
  - d. Improve lighting for Christmas lights on northern round about and place tree in southern round about when weather/season provides opportunity
  - e. Complete list of public works projects to give to Council

ITEM NO. 9

## MANAGER'S REPORT

April 1, 2015

1. ADMINISTRATION: 1) Follow up with Coconino County Community Development Department Director in drafting an IGA to provide the building services for the town and consider adopting the 2012 IBC with their building fee schedule.
2. ADOT – Staff is following up with TAPCO on order for blinker signs to improve safety for two crosswalks.
3. BROADBAND – Canyon Horizon is testing program to start streaming Council meetings which is scheduled to begin in May 2015. STS representative Bill Bolin made a presentation to Council and presented proposal for Council to retain STS to improve internet service. TeamFishel is also working on a design for a distribution system within Tusayan.
4. CDBG – Rick of Woodson has provided the Vails as well as the water and sanitary districts with maintenance agreements in order to be able to tie into utilities for the restroom facility at park. CXT has been contacted regarding the Montrose building for the bathroom.
5. COUNCIL FOLLOWUP: 1) Staff completed the storage shed for the holiday lights so they could be moved by the end of March; 2) Staff is finishing preparation of the public works projects list for CY2015.
6. DEVELOPMENT/P&Z MEETING – Woodson presented the initial draft of Development and Subdivision Code and will follow up with the P&Z Commission on comments received from this meeting. Staff also met with Willdan on their final draft of the Zoning Code and this draft will be coming for Commission consideration soon.
7. DRAINAGE – Staff and Woodson will continue to work with County flood control representative on incorporating town improvements into the County's program. Rick of Woodson will contact the FS regarding the Tusayan project to see about the Coconino Wash and work on putting together a drainage improvement plan. Staff is working with Woodson about plan to re-designate FEMA floodplain areas through town.
8. MUNICIPAL CODE – Council continues to work through various chapters of the Code per schedule they adopted and the attorney is involved in this process to ensure it is legal. In addition to Chapter 10 - Offenses, the County would like the town to adopt the 2012 IBC with the exceptions they recently described to the Council in order to better serve the town with their building services program.
9. PUBLIC OUTREACH – Pam Edwards of the NPS will present information on the Shuttle Service at the April 15<sup>th</sup> meeting, unless changed to the 22<sup>nd</sup> then will be invited to that meeting.
10. SPORTS COMPLEX – 1) Woodson is preparing a bid to have a contractor perform the dirt work for the sports fields; 2) staff continue to work to prepare the restroom site for work; and 3) staff also continue to work on parking areas at the park.
11. STILO – Town officials on March 25<sup>th</sup> met with Stilo, Westland Resources and FS representatives regarding the scoping process for application to access to the Kotzin Ranch and town parcel across the Forest Service.
12. TRAINING AND MEETINGS: 1) Will may attend a Northern Arizona grant professionals meeting in Flagstaff on April 9<sup>th</sup>; 2) April 17<sup>th</sup> is the northern Arizona managers meeting in Flagstaff; and 3) April 22<sup>nd</sup> is the site visit with the FS and Westland representatives onsite at Kotzin.



Will Wright &lt;tusayantownmanager@gmail.com&gt;

---

**RE: Coconino County, Fees and Ordinance**

1 message

**Bill Sims** <wjsims@simsmurray.com>

Thu, Mar 26, 2015 at 12:05 PM

To: Will Wright &lt;tusayantownmanager@gmail.com&gt;

David would charge the same rate I charge: \$200. As far as the 501.c.3. Kristin Mackin of our office, an associate, would do the articles, bylaws and fill out the IRS forms. She would bill at \$180. I suspect these rates are much less than what Squires Sanders is charging you.

William J. Sims III

Sims Murray, Ltd.

2020 N. Central Avenue, Suite 670

Phoenix AZ 85004

Direct: 602-772-5501

Fax: 602-772-5509

Cell: 602-524-0575

Legal Assistant: 602-772-5502

wjsims@simsmurray.com

The information contained in this email may be confidential and subject to a legal privilege. If you are not the intended recipient, please do not read, use or disseminate any information contained herein. Please immediately notify the sender if you have received this email in error.

**From:** Will Wright [mailto:tusayantownmanager@gmail.com]**Sent:** Thursday, March 26, 2015 10:04 AM**To:** Bill Sims**Subject:** Re: Coconino County, Fees and Ordinance

Bill: I think we have everything on the Coconino building stuff, but the Council liked background of David for looking at a Housing Authority. Perhaps, he could provide an hourly rate for working with the town on this. Also, as an aside we are wanting to establish a 501(c)3 to house privately donated monies to assist with